

EYES ONLY

3 August 1988

## MEMORANDUM FOR THE RECORD

SUBJECT: Timetable for Senior Personnel Assignments and Minor  
Reorganization of Selected Divisions and Groups

1. 15 August 1988

D/OIT meets and informs the following senior officers  
of their new assignments.

- STAT (a) 10:00 AM - [ ] - reassigned from C/DG to C/OG.
- STAT (b) 11:00 AM - [ ] - reassigned from C/CSPO to C/EG.
- (c) 3:00 PM - [ ] - reassigned from C/CSG to C/DG.
- (d) 4:00 PM - [ ] - reassigned from C/EG to the Office of  
Communications.

2. 16 August 1988

STAT 9:00 AM - D/OIT meets with [ ] - reassigned from the Office of  
Communications to C/CSG.

3. 22 August 1988

Notice is published Office, Directorate, and Agency wide establishing  
the effective date of the above moves. Informal overlaps and underlaps  
can be worked out after each individual has been notified per the above  
interview schedule. Effective date could actually be earlier in some  
cases.

4. 6 September 1988

STAT (a) [ ] returns to the Office of Communications--if not  
before--at least she leaves OIT by this date.

(b) Major move at New Headquarters Building is completed  
successfully (we hope).

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5. 19 September 1988

Effective this date the following organizational changes are made:

- (a) Requirements Staff is established in the Office of the Director.
- (b) Domestic Field Division/OG is transferred to CSG.
- (c) Communications Engineering Division/EG is transferred to CSG.
- (d) Service Desk/CSG is transferred to OG.
- (e) Technical Security Staff/D/OIT is transferred to MG, where it will be combined with the Communications Security Staff and Audit and Education Branch to form one Information Security Division.
- (f) Contracts Staff/D/OIT is transferred to MG and becomes a Contracts Division.

6. 3 October 1988

Effective this date the names of each of the groups change to the following:

- (a) CSG becomes Network Services Group.
- (b) OG becomes Computer Operations Group.
- (c) EG becomes Engineering Services Group.
- (d) DG becomes Development Services Group.
- (e) MG becomes Management Services Group.

A Notice should be prepared and published with the above-named changes, and within 14 days the handbooks and other office memoranda such as organizational charts, regulations, etc., should be changed.

Also effective this date, a Notice should be published to the Agency that new or additional requirements and services required from OIT should be forwarded to the Requirements Staff of OIT. No longer should individual Offices or Directorates send requirements to OIT Groups or divisions. Routine repair and maintenance requests and requirements should be forwarded to the Service Desk in OG for action.

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